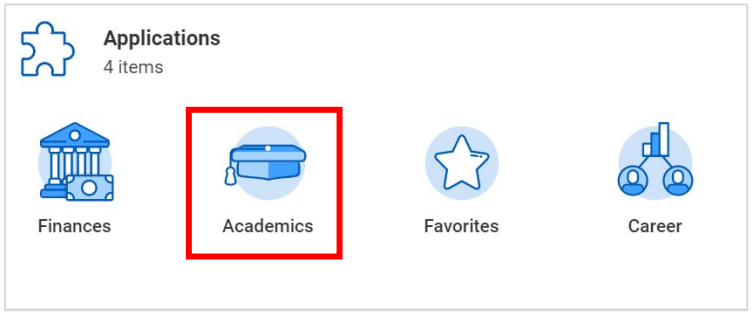
Find Course Sections

Overview

This quick reference guide will cover how to view classes, called course sections in Workday, for a given Academic Period (semester).

Process

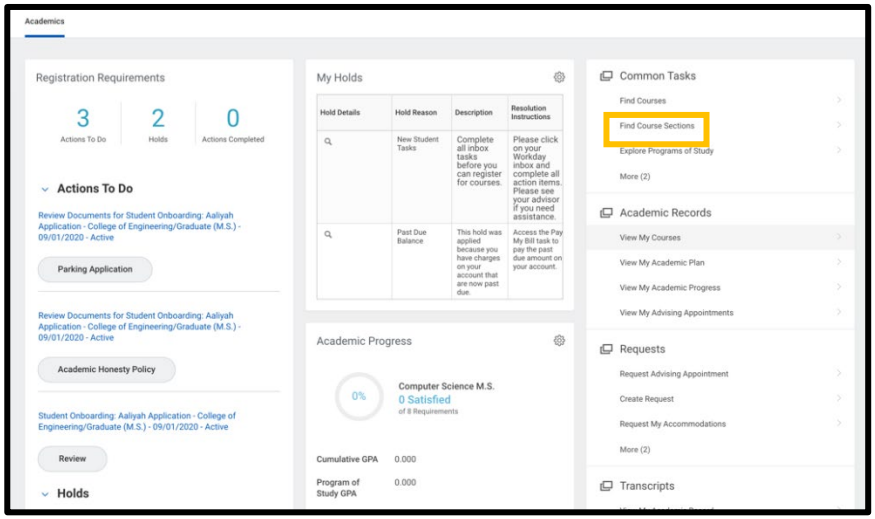
1. After logging into Workday, click the "**Academics"** application on your home screen (View 1).



View 1

2. You will now see your "**Academics"** dashboard, where you can access information about your academic plan, register for courses, view your schedule, and so on (View 2).

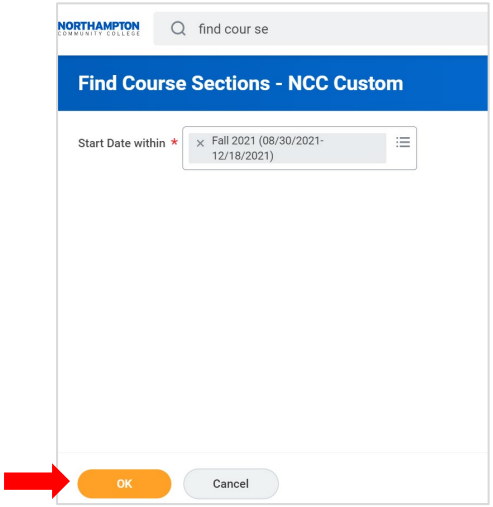
3. Click **Find Course Sections** on the right-hand side (View 2).



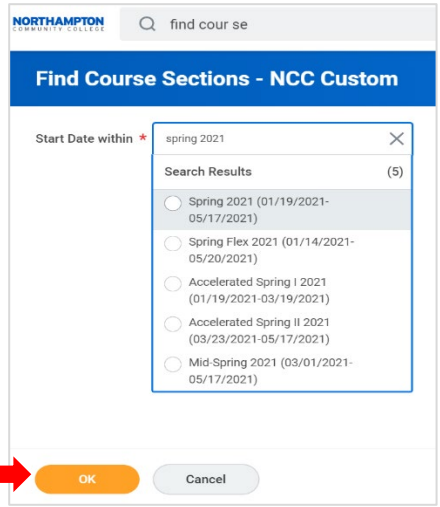
View 2

Find Course Sections

4. On the next screen, the Academic Period that is open for registration will default into the **"Start Date within"** field (View 3).
    a. To see future Academic Periods, click on the **"X"** and type the Academic Period you are looking for into the search field (View 4)



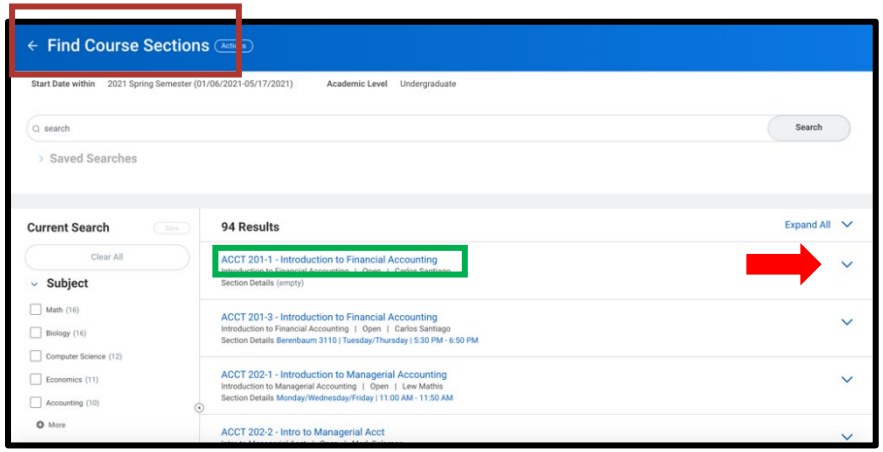
View 3



View 4

5. Click **"OK"**

6. The Find Course Sections report allows you to view the classes available for the specified semester (View 5).



View 5

7. To find a specific course section, type the subject in the search field at the top of the report.

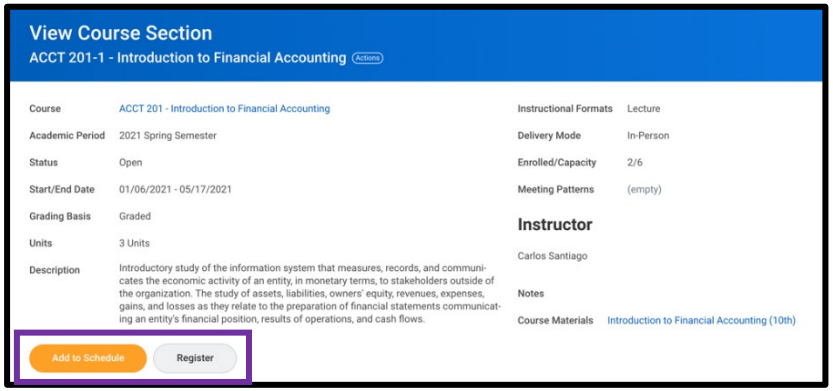
8. You can also narrow down the results in the report using the filters on the left-hand side of the screen.

9. To view more information about a class, including the current enrollment count, click the arrow to the right of the course section name (View 5).

10. To view more detailed information, or to register or add the class to your planning schedule, click the link for the course section (View 5).

Find Course Sections

11. The "**View Course Section"** page provides detailed information about the course section.



View 6

12. At the bottom of the screen there are two buttons. These are explained below:

- **Add to Schedule:** The Schedule functionality in Workday allows you to add course sections to a semester-specific list for the purposes of planning. You can add course sections to this schedule at any time because you are not actually registering in the class yet. Once you are eligible to register, you can view this schedule and register in the course sections you have selected.
- **Register:** *Note that this button will only appear if you are currently eligible to register in the course section for this semester*. This button allows you to register in the course section if you are eligible to register.